

Instructions for Completion of Application/Profile Information for SNACS 20__-20__

The information requested reflects the school food authority and site information that will be required with the new School Nutrition Automated Claim System (**SNACS**). To prepare for this change and to still gather the necessary information on school cafeteria/sites for the coming school year, we are requesting that new program sponsors (school food authorities) complete the Application for Participation. Selected key items must be completed prior to official approval including meal prices for school districts and estimated participant numbers for Residential Child Care Institutions and for Private and Parochial Schools.

Meal Count Procedure*

Guidance on completing this item is provided in Attachment F (Section B) of the Pricing Policy Statement and Attachment A of the Non-Pricing Policy for 20__-20__. School Food Authorities are requested to enter a code for each meal count procedure used for each program operated—**Breakfast, Lunch, and/or Snack**—for each school cafeteria/site.

The codes to be used represent the following procedures:

- **A** A verbal identifier such as a student number or name is called out to the cashier and the number or name is checked off on a sheet or roster.
- **B** A coded ticket is presented and collected for a categorical count.
- **C** Coded tickets or tokens are presented and tallied or mechanically recorded by the cashier and returned to the student (i.e., a cash register may be used).
- **D** Automated tab card is presented and mechanically cut as the count is simultaneously taken.
- **E** Bar codes from cards or rosters are scanned and a count is simultaneously taken.
- **F** A personal identifier such as a PIN (personal identification number) or thumbprint is entered and read electronically and recorded.
- **G** Other methods that do not fit in any of the above descriptions but have been approved by the State Office.

Type of Management**

This refers to the type of program management whether contracted or self operated.

- **SO** School food authority self operated programs
- **MC** Contracted food service program operated by a food service management company (SFA must have state-approved contract.)

Type of Meal Service***

Specific to each site, this information describes the type of actual operation whether an on-site kitchen (**OS**), a base kitchen (**BK**) preparing meals for additional sites, or kitchens that receive food from a base kitchen, either in bulk (**RB**) or pre-plated form (**RP**).

SMI Initiative****

Not a new item, the School Meal Initiative option used to plan and prepare reimbursable meals must be entered for each site. The choice of menu planning system to use is the decision of the local school food authority and may vary by individual school or be the same for all cafeteria sites. The options include:

- **1 Enhanced Food Based** Schools plan meals that meet four food group components with the same requirements as Traditional Food Based menus except that additional servings of grains/breads and fruits/vegetables must be incorporated over the period of a week.
- **2 NuMenus** Menus are based on nutrient needs and standards for the specific age groups served and must be computer-analyzed to meet these requirements prior to service to students.
- **3 Assisted NuMenus** Assisted Nutrient Standard Menus are the same as NuMenus except the menus are developed and analyzed for use by expertise from outside of the SFA.
- **4 Traditional Food Based** Menus are planned to meet four specific food group components that include five food items served in specified serving sizes depending on the age or grade of the students served.

If any of the schools/sites entered on the Application for Participation has more than one menu planning option, enter both codes in the column space provided.

Meal Charges to Children/Adult Meal Prices

All pricing programs must have this information completed for all participating school/cafeteria sites. **All school districts and private/parochial schools must enter this information prior to program approval.** Please note that school districts must also enter Adult Meal Prices. Adult meal charges and/or prices will be carefully monitored to ensure minimums and maximums established adhere to state and federal guidelines.

Estimated Enrollment and Participants

This information is critical to the approval of Residential Child Care Institutions and Private/Parochial School to participate in the school nutrition programs. For both pricing and non-pricing programs, the estimated number of participants for each eligibility category is needed to trigger the approval process.

Employer or Taxpayer Identification Number and Mailing Address for Check

Because the new SNACS profile information requires the entry of this identification number, we are including this item for RCCIs and Private/Parochial schools to complete with the mailing address for the reimbursement check.